

*LMS*

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*Reported /  
July - Dec 1955*

Chief, Management Staff

3 September 1955

Chief, Records Management Staff

Weekly Report for Week Ending 3 September 1955

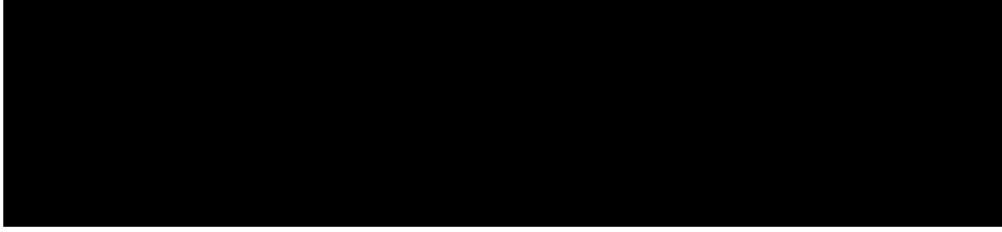
1. Contributions

a. Manageable

- (1) Three new and revised forms completed; two forms discontinued.
- (2) Seven offices transferred 114 cu. ft. of inactive records to the Center; 452 cu. ft. of records accumulated for [REDACTED]

25X1A13a

b. Intangible



FOIAb3b1

2. Assignments - Active

a. Forms

25X1C4a

- (1) Nine new and 14 revised forms in process.
- (2) Survey - Printing Services Division. Discontinued the use of a carbon interleaved form for requesting printing services.
- (3) Reduction in [REDACTED] requirement for forms.
- (4) Revision of Travel Order. Revised form approved by the offices of CI/Personnel and the Comptroller.
- (5) Revision of Chain Envelope and Courier Receipt.

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b. Shelf File Installations

- (1) Medical Staff
- (2) Office of Communications.
- (3) Map Library Division/CIA.
- (4) Office of Personnel.

c. Filing Systems

- (1) OCN/IR. Low bid for equipment made by Record Filet, Inc.; Shipment of equipment expected to begin in approximately two weeks.
- (2) Office of Personnel. Additional installations being made.
- (3) New Building Planning Staff. Seven new forms developed and 3 pieces of special filing equipment suggested.

d. Audit and Revision of Records Control Schedule

- (1) General Counsel
- (2) Medical Staff

e. Assignments - Initiatives

- a. OGI Subject-Numeric Files Installations
- b. Logistics Security Staff Card Index
- c. Machine Records Division Files Survey

f. Moves

- a. Mr. [REDACTED] Historical Staff, visited the Center to review records retired by offices in the DC/DC area.

25X1A9a

25X1A9a

